Nye County School District - Human Resources

Job Description

Title: Registered Nurse (RN)	Classification: Classified
FLSA Status: EXEMPT	Terms of Employment: 7 hours per day, 190 days

JOB GOAL: To plan, coordinate, implement, and evaluate the health services program of assigned schools including the areas of nursing services, health and nursing education and environmental health and safety; consult with the District School Nurse and Director of Special Education for direction and supervision involving school or nursing policy; create and maintain an educational atmosphere that encourages effective student learning and support school and district programs and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Complies with the code of ethics of the nursing profession and upholds and implements district policies and administrative regulation in accordance with statutory regulations of the State of Nevada.
2. Cooperates fully in the development and implementation of the district health program.
3. Ensure compliance with special services such as IEP's and other related mandates.
4. Under the guidance of the District Nurse, prepares and implements a written health care plan (IHP) for students receiving direct nursing services.
5. Performs medically ordered health care procedures including, but not limited to: gastrostomy tube feedings; catheterizations, colostomy and ileostomy care, tracheostomy suctioning diabetes care and insulin injections; assist with maneuvering wheelchairs and other health care equipment.
6. Work professionally and collaboratively with administration, staff, parents, and community.
7. Attend and participate as a member of the IEP team during annual IEP Plan meetings.
8. Maintain accurate and timely records in Infinite Campus.
9. Attends to the acute and chronic health care needs of students and staff and refers them to appropriate medical personnel as necessary.
10. Identifies health problems including social, emotional, and economic factors that interfere with student learning through screening procedures, assessment, and evaluation
11. Performs State mandated height, weight, vision, hearing, and scoliosis screening at designated grade levels.
12. Oversees the immunization and communicable disease status of students in the school ensuring that all students meet the requirements of state law.
13. Administers legally prescribed, labeled and dispensed, medications with written medical and parental permission to students following a safe and reliable medication procedure.
14. Conducts hearing and vision screenings for grades K,4,7,and 10 district-wide
15. Conducts scoliosis screen district-wide for designated grades
16. Participate in other job-related duties and activities related to the position as assigned (e.g., Compiles and submits supply orders for the efficient operation of the school medical office, participates of school improvement teams, address COVID-19 questions and coordinates school response to emergencies with the District Nurse).

SPECIFIC RESPONSIBILITIES FOR SPECIAL NEEDS:

1. Provides consultation to the staff employed in special education and to those who work in regular school programs with special education students, including participation, when appropriate, in the evaluation process for students referred for evaluation for special education.
2. Provides consultation to special education personnel concerning specific students and health-related matters.
3. Acts as a liaison for special education students and staff with community health providers.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of Universal Precautions.
2. Knowledge of computers and common use of office equipment.
3. Ability to work with disabled and other students under trying conditions.
4. Ability to handle emergency situations without supervision and make sound health care decisions.
5. Ability to work cooperatively with students, parents, and staff using tact, patience, and diplomacy.
6. Ability to identify and prioritize health-related incidents.
7. Ability to learn laws, rules, and regulations related to health activities.
8. Ability to maintain security of confidential information.
9. Ability to assist in toileting needs.
10. Ability to maintain professional competence through inservice and individual professional activities.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational and nursing setting.
12. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, conforms to safety standards as prescribed.
14. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
15. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Associate's degree, Bachelor's degree or Master's degree from an accredited college or university in Nursing

Licenses and Certifications:

1. Valid Nevada State Board of Nursing License and a valid Nursing Certificate
2. Valid Nevada Department of Education License with School Nurse endorsement, preferred
3. Valid Nevada Driver License
4. Current CPR/First Aid/AED certification, which must be maintained for the duration of the assignment

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects. **Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices. **Environmental Conditions**: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels. **Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Approved by: _____ 7/15/24

Superintendent **Date**

Nye County School District
NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

NCSD's Title IX Coordinator is:
Michelle "Chelle" Wright, PHR
Director of Human Resources
Nye County School District
484 S. West St.
Pahrump, NV 89048
775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:
https://bit.ly/NCSDPolicies-AdminRegs.
(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR, 0212, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

Equal Opportunity Employer
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act
It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact human resources (HR) with any questions or requests for accommodation.